

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

10 April 2006

MEMORANDUM FOR Military Personnel Officers and State Command Chief Warrant Officers

SUBJECT: Army National Guard (ARNG) Warrant Officer Predetermination Packet Test Program for Technical Service Warrant Officers (NGB-ARH Policy Memo #06-029)

1. Reference National Guard Regulation 600-101, Warrant Officer-Federal Recognition and Related Personnel Actions, 1 October 1996.
2. This policy memorandum modifies current procedures identified in paragraph 2-8, of cited reference above. This test program pertains to the predetermination process for initial entry only into the Warrant Officer Education System (WOES), not Military Occupational Specialty (MOS) reclassification or reappointment of former warrant officer into an MOS other than that which previously held. Participation in this test program is limited to States in which the Command Chief Warrant Officer (CCWO) agrees to assume the responsibility to personally review and certify the accuracy and completeness of the predetermination packet in accordance with criteria established by each Department of the Army (DA) MOS Proponent. Each State whose CCWO agrees to perform these duties is authorized to submit the predetermination packet for each technical service warrant officer applicant directly to the appropriate DA MOS proponent, without submission through the Personnel Policy and Readiness Division (NGB-ARH) of the National Guard Bureau. All other States will continue to submit their predetermination packets to the Personnel Policy and Readiness Division of the National Guard Bureau.
3. The intent of this test program is to validate our ability to decentralize the review of the predetermination packet, while still maintaining the same packet quality that we have had in the past. This standard is critical, since the predetermination packet is the only item that the DA MOS proponent uses to determine our Soldier's eligibility for entry into the Warrant Officer Education System, which may ultimately lead to the individual's appointment as a warrant officer.
4. The items listed below only support the predetermination process and are separate from basic appointment criteria of the same cited reference above. Each applicant's basic eligibility for appointment should be determined prior to submission of the predetermination packet to the appropriate DA MOS proponent for consideration.

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a. The recommendation must be personally signed by the CCWO and include his/her certification:

"I certify that I have reviewed the attached predetermination packet for accuracy and completeness, and that all items required by the DA MOS proponent per the United States Army Recruiting Command (USAREC) website to support the Soldiers eligibility for entry into WO MOS xxxxx are included. Requests for waiver of those mandatory DA MOS proponent prerequisites, if any, are also included as part of this packet."

b. Commander's (Unit,Bn/Bde) recommendation, which must include the following certification:

"I certify that (name & rank) successfully passed the Army Physical Fitness Test (APFT) consisting of push-ups, sit-ups and the two mile run with a score of (score) on (date); the verified height is (feet & inches) and the verified weight is (lbs)."

c. Request for waiver of the standard three event APFT (if applicable), to include all required documentation, is included for the proponents review.

d. Certified Copy of DA Form 2-1.

e. Resume (IAW NGR 600-101 – must be dated and signed).

f. Transcripts documenting completion of required college level courses and courses supporting training related to the applied for MOS.

g. OERs/NCOERs covering period of feeder MOS and leader experience required by the applicable DA MOS proponent.

h. Documents listed on the warrant officer homepage of the USAREC website required by the DA MOS proponent.

i. Civilian employment documents which support training or experience directly related to the MOS (performance evaluations, position descriptions, licenses, others) (if applicable).

j. Awards and decorations (if MOS related).

k. DA FORM 705 (must be within 12 months M-day, 6 months AGR).

l. Recommendation from CW3-CW5 who holds the MOS, if available.

m. Security clearance verification statement (if MOS prerequisite requirement).


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5. Each state participating in this test program will be required to provide a copy of the CCWO's memorandum to NGB-ARH upon submission of the predetermination packet to the applicable MOS proponent. Additionally, a copy of the proponent response should also be provided once received back from the MOS proponent. These two actions are required to enable NGB-ARH to continue to maintain a consolidated database, which will contain names and status on each application submitted for predetermination. This database is used by other divisions within NGB when programming such items as training dollars, training seats, etc.

6. Requests for waiver of items such as age, civil conviction etc., to include requests for all exceptions, will continue to be submitted to the Personnel Policy and Readiness Division (NGB-ARH) for consideration.

7. Point of contact is CW4 Francis Pablo, at DSN 327-3298 or 703-607-3298.


TAMMY L. MIRACLE
COL, GS
Chief, Personnel Policy
and Readiness Division